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5 December 1956

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #49  
29 November through 5 December 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Management Training

(1) The proposed special presentation for the FE Division has become less certain. Earlier the Training Officer and the Administrative Officer were told that Management Training could not proceed without discussing the presentation with, and ascertaining the firm support of, the Chief, and/or Deputy Chief, FE. The FE Administrative Office requested time to brief the Chief or Deputy Chief but on 3 December Management Training was advised that neither person had been briefed orally or has seen the informal prospectus which was prepared for the administrative staff as a briefing aid. We have advised the Administrative Officer that if a January presentation is desired, we must have an opportunity to talk to Mr. [ ] Chief, FE, or Mr. [ ], Deputy Chief, sometime this week. We have also advised them that a starting date later than 7 January cannot be confirmed at this time due to Mr. [ ] pending reassignment. Although we have been in almost daily contact with FE Staff members, we have withheld a written reply to the memorandum from FE (signed by the former Executive Officer for the Chief, FE) dated 3 October until we are able to see Mr. [ ].

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(2) At the invitation of members of the Management Staff, Mr. [ ] attended the 3 December luncheon meeting of the O & M Conference. The Conference, a loosely organized group of government management specialists, sponsors a monthly luncheon-lecture program devoted to a topic generally related to organization and methods, or administrative work. While the December meeting on work simplification was not directly on target for Management Training, it does appear that many of the presentations may have value for this staff. Mr. [ ] of the Management Staff has agreed to keep us informed on future meetings.

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25 YEAR RE-REVIEW

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b. OTR Orientation Officer

(1) On Monday, 3 December, the CIA Introduction was held for forty-eight people.

(2) The CIA Review was presented Thursday, 27 November, for forty-five people.

(3) Mr. [ ] ascertained that the commitments made by Mr. [ ] to four wives of DD/P staff members in asking them to participate in the Dependents' Briefing can now be terminated. Two of the women are too busy to take part in the program; one woman's husband has left the Agency; the fourth woman could not be reached and in all probability she and her husband have gone overseas. The Administrative Training Faculty will hereafter give the presentation on "Life Overseas."

(4) On Wednesday, 28 November, a Special Program was conducted for ten key business executives from various parts of the country who are serving a six months' tour of the Government without compensation. The purpose in having them serve this tour is to provide the Government with a reservoir of executive talent available in case of an emergency. They were accompanied by seven top officials from the Department of Commerce. The program was opened with a ten-minute word of welcome from Colonel Lawrence White, Deputy Director for Support.

c. Intelligence Orientation

The first week of Intelligence Orientation #4 ended on 30 November.

d. Reading Improvement

(1) Mr. [ ] of the Management Staff to plan further action on the study of the readability of Agency memoranda.

(2) Reading Improvement #31 was completed on 30 November by 27 students.

e. Clerical Training

(1) During the week of 27 November there were 64 people in Clerical Induction Training and 30 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 27 November were as follows: Of 4 people tested in shorthand, 2 qualified; of 7 people tested in typewriting, 2 qualified.

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(3) Mrs. [ ] are attending the Effective Speaking course.

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f. Administrative Training

(1) Operations Support #23 was completed on 30 November.

(2) Administrative Procedures #69 began on 3 December with a first week's enrollment of 42 students.

g. Intelligence Training

(1) Effective Speaking #2 started on 3 December with 15 students enrolled. In addition to six OTR students, there are three from OCR, two from the Management Staff, and one each from OCI, OSI, FI, and Logistics.

(2) Twelve students completed Conference Leadership #3 on 28 November. The written critiques submitted by the students indicated great satisfaction with the organization of the course and the benefits derived from Professor [ ] friendly, instructive criticism.

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(3) The proposed new course on the use of maps in intelligence research has met with general approval of those interviewed. Mr. [ ] has discussed the course in detail with Messrs. [ ] and with the Chiefs of the Industrial and Graphic Registers. Considerable interest has been indicated by two division chiefs in the DD/P area. Total potential enrollment for this course is estimated at over 200.

h. Instructional Techniques

Nothing to report.

i. Visual Aids Staff

The weekly activities report of VAS is attached.

III. PERSONNEL NOTES

a. Management Training has received no definite word from the Office of the Comptroller regarding the reassignment of Mr. [ ]. It appears that no final decision will be made until the return of Mr. Saunders from the Harvard Business School after 21 December.

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b. Miss [ ] will be on annual leave through 5 December.

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c. Mrs. [ ] will be out of the office on sick leave for a period of approximately two weeks.

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